



Capitol Area Architectural and Planning Board

204 Administration Building
50 Sherburne Avenue
Saint Paul, Minnesota 55155
Phone: 651.757.1500
Fax: 651.296.6718
TTY: 800.627.3529

Date: _____

APPLICATION FOR

ZONING PERMIT, CONDITIONAL USE, VARIANCE

_____ zoning permit _____ conditional use _____ variance

APPLICANT

Name _____ Phone (day) _____

Address _____ Zip _____

Email Address _____

Property interest of applicant (owner, contract purchaser, lease, etc.) _____

FEE OWNER

Name _____ Phone (day) _____

Address _____ Zip _____

PROPERTY DESCRIPTION

Address _____

Legal Description: Lot _____ Lot size: Width _____ ft.

Block _____ Depth _____ ft.

Add/Div _____ Total Area _____ sq. ft.

Office Use

ZONING DISTRICT

_____ G-1 _____ G-2 _____ RM _____ MX (mixed-use) _____ MX-D

Frontage Code: Capitol Mall _____ Capitol View _____ Civic _____ Flexible _____ Residential _____

STRUCTURE

Width _____ ft.

Length _____ ft.

Elevation _____ ft.*

* Highest point of building or any extension or attachment.

Number of stories _____

TOTAL FLOOR AREA (TFA, width x length) _____ ft.
(all floors excluding basement)

FLOOR AREA RATIO (FAR) _____ : 1
(Total Floor Area (TFA) divided by Total Lot Area (TLA))

EXAMPLE:

TFA = 600 sq. ft.

TLA = 200 sq. ft.

FAR = 3:1

SETBACKS

Front _____

Rear _____

Least side _____
(The narrowest sideyard)

Total of both sides _____

FENCING/VISUAL SCREEN (wall, hedge)

Height _____

Material _____

ACCESSORY BUILDINGS**A****B**

(if applicable)

Height

Width

Length

Roof material

Siding material

Concisely describe proposed use of all buildings and property. If accessory buildings are noted above, use letters to identify them.

Concisely describe current or past use.

PARKING

Number of spaces _____/Compact only spaces _____

Total width of one row of spaces plus maneuvering lane _____
(if one row)Total width of two rows of spaces plus maneuvering lane _____
(pairs of rows)

Distance of facility from building being served _____

Provide following information as it applies to use:

Useable Floor Area _____

Dwelling Units (number) _____

Employees (number) _____

Is parking to be enclosed? _____ yes _____ no

Additional information may be requested to determine parking requirements. Parking requirements vary with use and are determined by a variety of criteria.

VARIANCE (complete only if applying for variance)

State precisely what you are requesting and the reason(s) for it.

Explain how your case meets the following criteria. Attach separate sheet if desired.

- 1) Strict application of the provisions of these rules will cause undue hardship to the owner/applicant of the property, that is, the property cannot be put to reasonable use under the strict application of the rules.
- 2) The problem is due to circumstances unique to the property, and the circumstances were not created by the land owner.
- 3) The proposed variance is in keeping with the spirit and intent of the zoning rules for the Capitol Area, and consistent with the health, safety, comfort and welfare of the inhabitants of the Capitol Area and City of St. Paul.
- 4) The granting of this variance will not cause substantial detriment to another person or the public good, nor does it alter the essential character of the surrounding area or unreasonably diminish established property values.
- 5) The granting of this variance will not allow the owner/applicant to benefit in any way that is not enjoyed by others in similar circumstances, nor does it alter or change the zoning classification of the property.
- 6) The request is not based solely on the desire to increase the value or income potential of the land parcel.

Applications must be accompanied by at least one copy of the site plan that clearly illustrates the following:

- 1. Legal and zoning lot lines.
- 2. The location, size, and height of all buildings and structure, including walls, fences, and the like.
- 3. The location of off-street parking or loading areas.
- 4. Adjacent streets, alleys, and driveways.
- 5. The location of driveways, sidewalks, fences, walls, and other visual screens (e.g. hedges).
- 6. If applicable, location, type and size of all proposed plantings.

The CAAPB may also require such other information as may be reasonably necessary to determine whether the proposed use, including accessory and conditional uses, satisfies the requirements of its rules. This may include, but is not limited to: floor plans, elevations, and landscape plans or schemes.

NOTICE

The filing of this application does not exempt the applicant from any requirements of the City of Saint Paul for the filing of applications to the city for building permits or certificates of occupancy. Such applications must be filed according to city procedures with the appropriate city office.

The undersigned hereby makes application for the permit indicated above to do building work as herein specified, and the applicant agrees to do all work in strict accordance with all ordinances of the Capitol Area Architectural and Planning Board of the State of Minnesota.

STATE OF MINNESOTA)
 : SS
COUNTY OF RAMSEY)

I _____, hereby swear that I have read the above application and that to the best of my knowledge the contents are true.

Subscribed and sworn to before me this _____ day of _____, 20____ (NOTARIAL SEAL)
